

*Utah Department of Community & Economic Development  
Division of Community Development*



***PERMANENT COMMUNITY IMPACT FUND BOARD***

***PROGRAM DESCRIPTION***

***&***

***APPLICATION FORM***

***(revised February 2001)***

***Permanent Community Impact Fund Board  
324 South State, Suite 500  
Salt Lake City, Utah 84111  
(801) 538-8722***

# ***PERMANENT COMMUNITY IMPACT FUND BOARD GRANT & LOAN PROGRAM***

(Revised February 2001)

## **OVERVIEW**

The Permanent Community Impact Fund Board (**CIB**) is a program of the State of Utah which provides loans and/or grants to state agencies and subdivisions of the state which are or may be socially or economically impacted, directly or indirectly, by mineral resource development on federal lands. The source of the CIB's funding are the mineral lease royalties returned to the State by the federal government. The CIB will only fund those applications for funding assistance which are submitted by an **eligible applicant** for an **eligible project**.

### ***Applicant Eligibility.***

Utah state statute defines a "subdivision of the state" as being any of the following: counties, cities, towns, school districts, housing authorities, building authorities, special service districts, water conservancy districts, county service areas, special improvement districts, water or sewer improvement districts, and public postsecondary institutions.

Indian Tribes, individuals, corporations, associations, private non-profit organizations are not eligible for financing from the CIB.

### ***Project Eligibility.***

Utah state statute authorizes the CIB to fund the following types of activities: planning, construction and maintenance of public facilities, and provision of public services.

The CIB's administrative rules further define "public facilities and services" to mean public infrastructure traditionally provided by governmental entities.

All applicants must demonstrate that the facilities or services provided will be available and open to the general public and that the proposed funding assistance is not merely a device to pass along low interest government financing to the private sector. Nothing in the statutory language precludes the CIB from considering the effect of a proposed project on "economic development" or "job creation", as long as the proposed project can be determined to fall within one of the three eligible categories.

## **PRE-SUBMISSION REQUIREMENTS**

### ***Local Capital Improvement List.***

A consolidated list of the anticipated capital needs for eligible entities shall be submitted from each county area, or in the case of state agencies, from DCED. This list shall be produced as a cooperative venture of all the eligible entities within each county area.

The list will contain a short term (one year) and a medium term (five year) component.

The list shall contain the following items: jurisdiction, summary description, project time frame, anticipated time of submission to PCIFB, projected overall cost of project, anticipated funding sources, the individual applicants' priority for their own projects, and the county area priority for each project. The county area priority for each project shall be developed as a cooperative venture of all the eligible entities within a county area.

Projects not identified in a county's or DCED's list, will not be funded by the PCIFB, unless they address a bona fide public safety or health emergency or for other compelling reasons.

An up-dated list shall be submitted to the Board no later than April 1st of each year. The up-dated list shall be submitted in the uniform format required by the Board.

**Public Hearing**

The CIB requires all applicants to have a vigorous public participation effort. All applicants shall hold a formal public hearing to solicit comment concerning the size, scope and nature of any funding request to be submitted to the CIB. In that public hearing, the public shall be advised the financing may be in the form of a loan, even if the application requests a grant.

Complete and detailed information shall be given to the public regarding the proposed project and its financing. The information shall include the expected financial impact to the public as user fees, special assessments, or property taxes if the financing is in the form of a loan. The Board may require further public hearings if it determines the applicant did not adequately disclose to the public the impact of the financial assistance.

**Association of Governments Notification**

All applicants are required to submit to the applicable Association of Governments (AOG) a copy of any proposed application for CIB funding assistance. A copy of any comments made by the AOG shall be attached to the application. The member counties for the various AOGs are:

<b>County</b>	<b>Association of Governments</b>
Box Elder, Cache, Rich	Bear River AOG, 170 N. Main, Logan, Ut. 84321. 801-752-6962
Beaver, Garfield, Iron, Kane, Washington	Five County AOG, P.O. Box 1550, St. George, UT. 84771. 801-673-3548
Summit, Wasatch	Mountainland AOG, 586 East 800 North, Orem, UT. 84097-4146. 801-229-3800
Juab, Millard, Piute, Sanpete, Sevier, Wayne	Six County AOG, P.O. Box 820, Richfield, UT. 84701. 801-896-9222.
Carbon, Emery, Grand, San Juan	Southeastern AOG, P.O. Box 1106, Price, UT. 84501. 801-637-5444.
Daggett, Duchesne, Uintah	Uintah Basin AOG, 855 E. 200 N. (112-3), Roosevelt, UT. 84066. 801-722-4518.
Morgan, Tooele	Wasatch Front Regional Council, 420 W. 1500 S., Suite 200, Bountiful, UT. 84010. 801-292-4469

**Division of State History Notification**

All applicants are required to submit a copy of any proposed application for CIB funding assistance to the State History Preservation Officer (SHPO) for review and comment regarding the effect of the proposed project will have on any district, site, building structure or specimen that is included in or eligible for inclusion in the National Register of Historic Places or the State Register. A copy of any comments made by the SHPO will be attached to the application form. The SHPO can be contacted at the following address: James Dykman, Division of State History, 300 Rio Grande, Salt Lake City, Utah 84101, (801) 533-3555.

**Affordable Housing Plans**

In 1998 the State Legislature established a requirement that each municipality and county in Utah develop and adopt a plan for meeting the housing needs of moderate income persons. The requirements for these plans are contained in Section 10-9-307 UCA (municipalities) and Section 17-27-307 UCA (counties). All applicants are required to submit a brief description of their efforts to meet the affordable housing planning requirements. Additional information regarding these plans may be obtained from: Richard Walker, Division of Community Development, 324 South State, Suite 500, Salt Lake City Utah 84111, (801) 538-8730.

**Department of Environmental Quality Review**

The CIB and the Utah Department of Environmental Quality (DEQ) have entered into an agreement by which DEQ staff act as technical advisors to the CIB on drinking water and waste water projects. All applicants for

proposed drinking water and waste water projects must provide sufficient technical information to DEQ to permit detailed technical review of the project. The CIB will not act on any drinking water or waste water project applications unless such a review from DEQ. Please refer to the Drinking Water & Waste Water Project Supplement to the application. DEQ contacts for review of CIB applications are listed below.

Drinking Water Applications	Waste Water Applications
<p>Tim Pine Division of Drinking Water 150 North 1950 West Salt Lake City, Utah 84114 (801) 536-4205</p>	<p>Bryan Atwood Division of Water Quality 288 North 1460 West Salt Lake City, Utah 84116 (801) 538-6174</p>

### **FUNDING PROCESS**

The CIB reviews applications and authorizes funding assistance on a "Trimester" basis. Meetings are held the first Thursday of each month, except July when no meeting will be held. The initial meetings of each "Trimester" are be "Project Review Meetings". The final meeting of each "Trimester" is the "Prioritization and Funding Meeting". "Prioritization and Funding Meetings" shall be held in April for the First Trimester, August for the Second Trimester and December for the Third Trimester.

The deadlines for submitting applications for each of the Trimesters will no later than the following dates: First Trimester, December 1st; Second Trimester, April 1st; Third Trimester, August 1st.

The process for review of new applications for funding assistance is as follows:

- 1) Submission of an application to the CIB's staff for technical review and analysis.
- 2) Incomplete applications will be held by the CIB's staff pending submission of required information.
- 3) Complete applications accepted for processing will be placed on the next available "Project Review Meeting" agenda.
- 4) At the "Project Review Meeting" the CIB may either:
  - a) deny the application;
  - b) place the application on the "Pending List" for consideration at a future "Project Review Meeting" after additional review, options analysis and funding coordination by the applicant and the CIB's staff;
  - c) place the application on the "Prioritization List" for consideration at the next "Prioritization and Funding Meeting".

Applicants and their representatives shall be informed of any "Project Review Meeting" at which their applications will be considered. Applicants may make formal presentations to the CIB and respond to the CIB's questions during the "Project Review Meetings".

No funds shall be committed by the CIB at the "Project Review Meetings", with the exception of bona fide emergencies.

Applications for funding assistance which have been placed on the "Prioritization List" will be considered at the "Prioritization and Funding Meeting" for that Trimester. Applications which do not receive funding authorization will be held over for reconsideration at the next "Prioritization and Funding Meeting". Applications which have not received funding authorization after reconsideration will be deemed denied.

### **FUNDING GUIDELINES**

Funding for grants will be limited to a total \$6,000,000 per year or \$2,000,000 per Trimester funding cycle. Total participation in any given project will be limited to a maximum of \$2,500,000, regardless of grant/loan mix. Planning and study requests require a fifty percent cash contribution from the applicant. Solid waste management projects will be funded only with interest bearing loans.

## **RESTRICTIONS ON SCHOOL DISTRICT AND HIGHER EDUCATION PROJECTS**

### ***School District Project Eligibility***

Section 9-4-307(1)(d) UCA prohibits the CIB from funding any education project that could otherwise have reasonably been funded by a school district through a program of annual budgeting, capital budgeting, bonded indebtedness, or special assignments.

### ***Public Postsecondary Project Eligibility***

Public postsecondary institutions include all state supported public universities, colleges, community colleges and applied technology centers. Applications relating to public postsecondary institutions will fall into two categories, public facilities and public services. The details of the two categories and associated requirements are given below.

#### ***I. Public Facilities***

*Buildings* should be funded through the existing budgetary processes available to public postsecondary institutions. The CIB will only consider applications for buildings when extraordinary circumstances indicate CIB participation is appropriate. Applications will require the concurrence and prioritization by the State Board of Regents, the State Board of Education, and other cognizant agencies such as the Division of Facilities Construction Management and the Joint Liaison Committee.

*Equipment and systems* will be only considered by the CIB when no other regular funding source is available. This type of application should increase the quality and accessibility of educational opportunities available in areas of the state which are or may be socially or economically impacted, directly or indirectly, by mineral resource development.

*Planning or design* applications relating to actual building or equipment/systems projects will carry the same requirements as those building or equipment/systems applications. Applicants are advised that for planning or design requests the CIB requires a fifty percent (50.0%) cash contribution by the applicant.

#### ***II. Public Services***

Section 9-4-305(4)(a) UCA, states the CIB will consider the provision of public services to include contracts funded through public postsecondary institutions for research, education, or public service programs.

These projects should be of direct benefit to impacted counties or their political subdivisions. Applications to the CIB for these types of projects shall be submitted from an impacted county and approved by the county legislative body. General land use plans developed by a public postsecondary institution for an impacted county or its political subdivisions are considered to be a public service program. Applications for studies and research projects should be for practical or applied research directed to immediate accomplishment of traditional governmental services.

Applicants are advised that for public service project or program requests relating to public postsecondary institutions the CIB requires a twenty percent (20.0%) cash contribution by the applicant.

Applicants are advised that for public service project or program requests relating to public postsecondary institutions the CIB and the State Board of Regents have agreed to a ten percent (10.0%) cap on indirect costs. A waiver of the allowed ten percent (10.0%) indirect costs by the public postsecondary institution may not be counted towards the required twenty percent (20.0%) cash contribution by the applicant.

## **FORMS & AGENCY CONTACTS**

Applicants shall submit their funding requests on the Board's most current application form, furnished by the Department of Community and Economic Development (DCED).

Shirl D. Clarke Program Manager CIB 324 South State, Suite 500 Salt Lake City, Utah 84111	Keith J. Burnett Program Manager CIB, Program Development 324 South State, Suite 500 Salt Lake City, Utah 84111	Gayle Gardner Program Support Specialist CIB 324 South State, Suite 500 Salt Lake City, Utah 84111
Tele: 801-538-8726 FAX: 801-538-8888	Tele: 801-538-8725 FAX: 801-538-8888	Tele: 801-538-8735 FAX: 801-538-8888

**PERMANENT COMMUNITY IMPACT FUND BOARD**

**APPLICATION FORM**

(Revised February 2001)

**PART A. GENERAL INFORMATION**

**1. Applicant Agency.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_

**2. Presiding Official.**

Name and Title: \_\_\_\_\_

**3. Clerk/Recorder.**

Name and Title: \_\_\_\_\_

**4. Contact Person.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

**5. Engineer/Architect.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

**6. Financial Consultant.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

**7. Tax Identification Number:** \_\_\_\_\_

## **PART B. PROJECT DESCRIPTION**

**Attach as Attachment #1. This description should cover the following areas:**

**WHO** - A description of the applicant agency including of the problem, situation, condition or need to be addressed by the proposed project. The description should cover the number of persons, land area, governmental facilities, services or operations impacted by the problem.

**WHAT** - A description of the proposed project including size, location, development timetable, etc. Include explanation of projected benefits and alternatives considered. **Attach an 8½ x 11 map as Attachment #2, if applicable.**

**WHY** - A description of why the applicant agency requires CIB financial assistance and what effect *not* receiving the requested financial assistance will have on the proposed project.

## **PART C. PROPOSED FUNDING**

### **1. Type of Funds Requested.**

a. **Loan Amount\***: \$ \_\_\_\_\_ % Rate: \_\_\_\_\_ Years: \_\_\_\_\_ 1st Payment Due: \_\_\_\_\_

Security for Loan: (circle one)

1. General Obligation Bond

2. Revenue Bond (specify revenue source): \_\_\_\_\_

3. Building Authority Lease Revenue Bond (specify lessee): \_\_\_\_\_

4. Class B & C Road Fund Revenue Bond: \_\_\_\_\_

5. Other (specify): \_\_\_\_\_

b. **Grant Amount\***: \$ \_\_\_\_\_

### **2. Cost Sharing.**

<b><u>Funding Source</u></b>	<b><u>Cost Share</u></b>
a. _____ Applicant Cash	_____
b. _____ Applicant In-kind	_____
c. _____ Other Local Cash	_____
d. _____ Other Local In-kind	_____
e. _____ Federal Grant	_____
f. _____ Federal Loan	_____
g. _____ State Grant	_____
h. _____ State Loan	_____
i. _____ CIB Funds (total of 1a & 1b)*	_____
<b>Total Project Cost</b>	_____

**\*Note: The CIB has limited its total participation in any given project to a maximum of \$2,500,000, regardless of grant loan mix.**

### 3. Project Budget.

a. Planning or Feasibility Studies (please describe)

**Sub-Total Planning or Feasibility Studies:** \$ \_\_\_\_\_

b. Engineering Services

*Basic engineering services:*

preliminary studies, layouts, cost estimates	\$ _____
design drawings	\$ _____
specifications & contract documents	\$ _____
basic representation during construction	\$ _____

*Special engineering services:*

soils investigations	\$ _____
land surveys	\$ _____
full time construction inspection	\$ _____
environmental assessments	\$ _____
preparation of O & M manuals	\$ _____
water rights investigations	\$ _____
other special investigations	\$ _____

**Sub-Total Engineering Services:** \$ \_\_\_\_\_

c. Equipment & Facilities

*Purchase of existing equipment or facilities:* \$ \_\_\_\_\_

*Purchase of new equipment:* \$ \_\_\_\_\_

*Land Acquisition, rights-of-way or water rights:* \$ \_\_\_\_\_

**Sub-Total Equipment & Facilities:** \$ \_\_\_\_\_

d. Construction (specify quantity & unit price)

- |     |       |
|-----|-------|
| 1.  | _____ |
| 2.  | _____ |
| 3.  | _____ |
| 4.  | _____ |
| 5.  | _____ |
| 6.  | _____ |
| 7.  | _____ |
| 8.  | _____ |
| 9.  | _____ |
| 10. | _____ |
| 11. | _____ |

*sub-total* \_\_\_\_\_

*contingencies* \_\_\_\_\_

**Sub-Total Construction:** \$ \_\_\_\_\_

e. Administration

*Administration:* \_\_\_\_\_

*Legal:* \_\_\_\_\_

*Financial Consultant:* \_\_\_\_\_

*Bond Counsel:* \_\_\_\_\_

**Sub-Total Administration:** \$ \_\_\_\_\_

**TOTAL PROJECT COST:** \$ \_\_\_\_\_



**PART D. APPLICANT AGENCY FINANCIAL INFORMATION**

1. Current Year Total Budget: \$ \_\_\_\_\_

2. Current Year General Fund Budget: \$ \_\_\_\_\_

3. Current and Prior Four Years Property Tax:

Year	Property Tax Rate	\$ Collected

**4. General Obligation (G.O.) Debt Structure.**

a. Assessed Valuation: \$ \_\_\_\_\_

b. G.O. Debt Capacity\*: \$ \_\_\_\_\_

c. Outstanding G.O. Debt: \$ \_\_\_\_\_

d. Remaining G.O. Debt Capacity (b-c=d): \$ \_\_\_\_\_

**5. Bonded Debt Summary.**

*Bonded debt information must be submitted in the format shown on Page 5. The submission of bonded debt information in an alternative format will not be accepted, since it precludes easy reference to the actual debt structure of applicant agencies. Please attach additional pages if there not sufficient columns on a single Page 5 to list all bonded debt issues.*

**6. Audited Financial Statement.**

*All applicants must submit a copy of their most recent audited financial statement. If the applicant has previously submitted a copy of the most recent audited financial statement with a separate and different project application during the past 12 months, submission of an additional copy is not necessary.*

\* County G.O. debt limit is 2.0% of assessed value. City, Town and School District G.O. debt limit is 4.0% of assessed value. Cities of the first and second class may incur an additional 4.0% in G.O. debt for water, artificial lights or sewers. Cities of the third class and Towns may incur an additional 8.0% in G.O. debt for water, artificial lights or sewers.

**PART E. PRE-SUBMISSION CHECKLIST**

*All applicants must meet all the requirements of PART E. Incomplete applications will be held pending completion of the PART E. requirements.*

**1. Consolidated Local Capital Improvement List.**

Attach the current consolidated capital improvement list as **Attachment #3**.

Projects not identified in a county's or DCED's list, will not be funded by the CIB, unless they address a bona fide public safety or health emergency or for other compelling reasons.

**2. Public Hearing.**

Attach a copy of the public notice and transcript or minutes of the hearing as **Attachment #4**.

**3. Association of Governments Notification.**

Attach a copy of required AOG review & comments as **Attachment #5**.

**4. Division of State History Notification.**

Attach a copy of required State Historic Preservation Office review & comments as **Attachment #6**.

**5. Affordable Housing Plan**

Attach a brief summary of the applicant's efforts to comply with the requirements of Section 10-9-307 UCA (municipalities) and Section 17-27-307 UCA (counties) as **Attachment #7**.

**6. Department of Environmental Quality Review**

The CIB and the Utah Department of Environmental Quality (DEQ) have entered into an agreement by which DEQ staff act as technical advisors to the CIB on drinking water and waste water projects. All applicants for proposed drinking water and waste water projects must provide sufficient technical information to DEQ to permit detailed technical review of the project.

**PART F. SIGNATURE**

I, \_\_\_\_\_, the \_\_\_\_\_  
(typed name) (typed title)  
of \_\_\_\_\_

\_\_\_\_\_  
(typed name of applicant agency)

**do hereby certify that the above presented information is accurate and correct to my best knowledge and that this application has been authorized by the applicant agency.**

\_\_\_\_\_  
(signature) (date)

**Bonded Debt Summary** *(attach additional sheets as necessary)*

**BOND ISSUE**

PURPOSE: \_\_\_\_\_

\$ Issued: \_\_\_\_\_

Interest Rate: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Due Date: \_\_\_\_\_

Bond Holder: \_\_\_\_\_

**BOND ISSUE**

PURPOSE: \_\_\_\_\_

\$ Issued: \_\_\_\_\_

Interest Rate: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Due Date: \_\_\_\_\_

Bond Holder: \_\_\_\_\_

**BOND ISSUE**

PURPOSE: \_\_\_\_\_

\$ Issued: \_\_\_\_\_

Interest Rate: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Due Date: \_\_\_\_\_

Bond Holder: \_\_\_\_\_

**CUMULATIVE DEBT SERVICE**

**Annual Debt Service (P+I)**

Year	\$ Amount
current	_____
+1	_____
+2	_____
+3	_____
+4	_____
+5	_____
+6	_____
+7	_____
+8	_____
+9	_____
+10	_____

**Annual Debt Service (P+I)**

Year	\$ Amount
current	_____
+1	_____
+2	_____
+3	_____
+4	_____
+5	_____
+6	_____
+7	_____
+8	_____
+9	_____
+10	_____

**Annual Debt Service (P+I)**

Year	\$ Amount
current	_____
+1	_____
+2	_____
+3	_____
+4	_____
+5	_____
+6	_____
+7	_____
+8	_____
+9	_____
+10	_____

Year	\$ Amount
current	_____
+1	_____
+2	_____
+3	_____
+4	_____
+5	_____
+6	_____
+7	_____
+8	_____
+9	_____
+10	_____